

## 8 Avoidance of Conflicts of Interest

All employees are required to conduct themselves in a manner that **avoids conflicts of interest that could harm Brytec**. They must maintain a clear separation between **Brytec's interests and their personal interests**.

A conflict of interest arises in everyday business when the personal interests of an employee **differ from the interests of Brytec**, or when **personal interests influence business decisions or conduct**.

### 8.1 Secondary Employment

Any intended **additional paid activity outside of Brytec** must be **submitted in writing in advance** to the HR department and the employee's direct supervisor for approval.

Approval may be denied if the secondary activity:

- impairs the employee's **performance at the workplace**,
- is **incompatible with the duties and responsibilities** at Brytec, or
- presents a **risk of a conflict of interest**.

Stricter employment-related provisions arising from the employment contract remain unaffected. This also applies to roles on **supervisory boards or advisory boards of external companies**.

However, general activities such as **writing, giving lectures, or similar engagements** are **not considered secondary employment** and are **explicitly encouraged**.

## 8.2 Investments in Third-Party Companies

Every employee must inform the HR department **in writing** about any **direct or indirect investments** in third-party companies in the following cases:

- **If the third-party company is a business partner of Brytec**, especially if the employee interacts with this company on a business level or holds a leadership or board position within it.
  - In the case of **publicly listed companies**, this applies only if the investment amounts to **5% or more** of the company's total capital.
- **If the third-party company is a competitor of Brytec** and the employee, through their investment, may influence the competitor's business decisions.
  - This is assumed if the investment exceeds **5% of the total capital** of the company.

Holding **direct or indirect stakes in Brytec's competitors** that could allow for entrepreneurial influence requires **prior approval from the Executive Board**.

Employees are **not permitted to operate or work for companies** that compete with Brytec. Likewise, they may not engage in any activity that competes with Brytec's business interests.

## 8.3 Decisions Involving Close Personal Relationships

Employees must report **business or personnel decisions** involving **relatives or other closely related individuals in a timely manner** to the local management. Before such transactions are carried out, **written approval** must be obtained from management, and the transaction must be **properly documented**, including the written approval.

This applies to **all business or personnel decisions at Brytec** involving the following **relatives or closely related individuals**:

- Spouses, partners, life partners
- Parents (including parents-in-law)
- (Half-) or stepchildren
- (Half-) or stepparents
- Other individuals living in the same household
- Any other person with whom a **personal or economic relationship** exists